

## INSTRUCTIONS

Our web site address is [www.dot.ca.gov/dist07/rental\\_properties](http://www.dot.ca.gov/dist07/rental_properties)

### Rental Application Package-Submittal Requirements:

1. A Rental Application must be completed by all persons over age 18 (download from web site)
2. A Copy of a photo ID or driver's license of all persons over age 18 and a Social Security Number of every person over age 18.
3. A Credit Report including FICO SCORE for all persons over age 18. The report must be current i. e., not more than 30 days old
4. An executed "Request for Copy of Personal Income Tax or Fiduciary Return" (download from web site)
5. Property Selection Sheet (download from web site)
6. Copies of your pay stubs for the previous two months
7. **For self employed applicants only:** A copy of your tax returns for the previous 2 years.

## IMPORTANT

1. **RENTAL RATES:** Rental rates are at market rent and are reviewed periodically and adjusted to reflect current market rent.
2. **SECURITY DEPOSIT:** Payment of a Security Deposit in the amount of 1 1/2 times the rent is required at the time of executing the Rental Agreement.
2. **RENT:** Rent is pro-rated on a calendar month. Payment of the first month's rent is required at the time of executing the Rental Agreement. If your tenancy begins on the 15th of the month or later, then the following month's rent is also required.
3. **UTILITIES & GARDENING:** On Single Family Residential properties the tenant is responsible for payment of all utilities and yard maintenance. On Multiple residential units, the State pays for water and gardening.
4. Only applicants that return a complete package and meet the minimum income requirements for the corresponding property selected will qualify for further consideration. PLEASE DO NOT CALL THE DEPARTMENT. The Department will notify you when we have begun the review of your application. In the event that the number of qualified applicants exceeds the available properties, the Department may select the tenants through a lottery process. Your complete Rental Application Package may be returned by mail or by personal delivery as follows:

#### MAILING ADDRESS:

The Department of Transportation  
100 So. Main St.  
Los Angeles, CA 90012-3606  
Attn: Right of Way Property Services

#### FOR PERSONAL DELIVERY

(Monday through Friday 9:00 a.m. to 4:00 p.m.)

The Department of Transportation  
100 So. Main St.  
Los Angeles, CA  
North Tower, 3rd floor